

SOLDIER READINESS PROCESSING (SRP) IS THE VERIFICATION OF INDIVIDUAL SOLDIER READINESS FOR DEPLOYMENT. HQDA GUIDANCE IS FOUND IN AR 600-8-101 AND HQDA G1 PERSONNEL POLICY GUIDANCE (PPG). THE INSTALLATION ADJUTANT GENERAL OPERATES THE ADMIN SRP (LESS MEDICAL AND DENTAL).

SRP CHECKLIST LINK:

<http://www.armyg1.army.mil/militarypersonnel/policy.asp>

ADMIN SRP PROCESSING SITE: Building 2784 POC: (706) 545-7073

ADMIN SRP WORK STATIONS:

PERSONNEL STRENGTH ACCOUNTING (eMILPO)

- . Access onto Active Duty Database (not Army End Strength) Verify Unit
- . Verify Personnel Accountability

MILITARY PERSONNEL RECORDS

- . Verify and Initial DD 93
- . Verify and Initial SGLV-8286
- . Enlisted DA 2A/2-1 or ERB
- . Officer DA 2B/2-1 or ORB
- . Family Care Plan
- . ETS/TPU Obligation for period of Deployment (if no stop loss is called)
- . Former Peace Corps Member in deployment area
- . Sole Surviving Family Member
- . Physical Profile ¾
- . Certified Linguist German Alien or US Turkish Citizen

ID CARD/ID TAG

- . Verify Soldier has 2 sets of ID Tags in possession
- . Verify ID card

ARMY COMMUNITY SERVICE

- . Family Assistance Information Sheet
- . Certificate for employers
- . POC for each State

LEGAL ASSISTANCE

- . Any legal matters and /or questions
- . Pending legal matters
- . Power(s) of Attorney
- . Will
- . Questions about insurance/civil matters; Beneficiary Designations

FINANCE

- . Verification of AC finance at home station
- . Verify enrollment in SUREPAY/Direct Deposit
- . Entitlements verified

SRP STATION- CLEARANCE

- . Verify that the individual completed every station
- . Account for any non-deployable personnel

EMPLOYER SUPPORT NATIONAL GUARD & RESERVE/DEPT of LABOR OUTREACH & EDUCATION

- . Uniformed Services Employment & Reemployment Rights Act

CIVILIAN PERSONNEL

- . Provide info to DOD Civilians regarding deployment entitlements

CHAPLAIN

- . Assist with family issues
- . Provide Spiritual Matters
- . Individual Counseling

MOBILIZATION PREPARATION

- . SRP Checklist (DA Form 7631, Mar 2007)
- . Enlisted ERB
- . Officer ORB
- . SGLV-8286
- . DD Form 93
- . Active ID card
- . ID Tags (1 set in packet/1 set on Soldier)
- . Medical Tags (1 set on Soldier)
- . Individual Medical History (DA Form 8007)
- . All necessary Training Documents

- . Copies of all previous DD Form 214 and DD Form 215
- . Input into pay system at home station
- . Copy of Deployment Order (Unit Mobilization Order and Individual Mob Order)
- . ***DO NOT MOBILIZE
 - . Class III/IV Dental
 - . P-3 Profiles
 - . Medically Unqualified Personnel
 - . Anyone not deploying to MOB Station

*** Everyone must meet retention criteria for length of mobilization (if stop loss has not been called)